

**Minutes
Bradley Board of Directors
Bradley Board Room
Thursday, November 15, 2007
12:30 p.m.**

Members Present: Chairman L. Scott Frantz, Commissioner Carpenter, David Kilbon, Michael Long and Richard Crane.

Members Absent: Kevin Kelleher and Commissioner McDonald (represented by Deputy Commissioner Angelo).

- I. Chairman Frantz called the meeting to order at 12:34 p.m.
- II. Approval of Minutes – October 18, 2007
Mr. Kilbon made a motion (2nd: Carpenter) to approve the minutes from the last Board meeting. Voice vote—motion passed.
- III. Reports
Steve Korta provided an update on airport operations and statistics. Mr. Korta's report provided an update on the terminal enhancement project(s), as well as terminal enhancements and winter operations planning.

Mark Daley provided a financial update for the period ending September 30, 2007. Mr. Daley's presentation noted that the document was a draft statement pending completion of the fiscal year close, and start up of transaction processing for FY2008. It was noted that information pertaining to revenues and expenditures represent budget values only pending completion of the transition to FY2008; while the data presented on terminal concessions, passenger statistics, PFC status and vehicle parking represent actual data for the month of August 2007. Mr. Daley's report notes that the total operating revenue is \$13.7 million, and total operating expenses is \$10.1 million. Mr. Daley's presentation also noted the strength of terminal concession sales.

Kiran Jain gave an update on marketing activities at the airport, as well as passenger and cargo statistics. Ms. Jain's presentation noted the announcement of additional flights by Delta and Southwest.
- IV. FY 2007 Audit Report
Reed Risteen, Blum Shapiro, provided an overview of Bradley's financial activities for the fiscal year ended June 30, 2007. Mr. Risteen's presentation noted the operating income before depreciation of \$12.3 million in FY07; increased net assets by \$8.9 million and generated debt service coverage of 147%. In addition the audit report noted the continued effects of passenger airline capacity reductions on the airport, which limited the airport's ability to achieve revenue growth. Following the presentation Board members discussed the strength of the Bradley Enterprise Fund and the practice of accounting for fringe benefits.
- V. Benchmarks Survey
Mark Daley reviewed the new system of measuring benchmarks using the Airport Council International service. Mr. Daley's review highlighted Bradley's comparison

to peer airports in several categories including enplanements, passenger revenue per enplanement, operating revenues per enplanement and operating expenses per enplanement.

Board members expressed satisfaction with the use of this system.

- VI. Discussion of TSB Mandated Study of Bradley International Airport
Chairman Frantz reviewed the recently passed bond act, which included funding for the Transportation Strategy Board to study the governance at Bradley International Airport. Commissioner Carpenter noted that he hasn't had a chance to discuss the focus of this study with Kevin Kelleher (TSB Chairman), and will be following up with him regarding this.
- VII. Customer Satisfaction Survey Update – Stacey Doan
Stacey Doan summarized efforts to gauge customer satisfaction with the airport's website. Ms. Doan's presentation provided insight into the airport customer's opinion on what needs the most improvement and what elements are most useful.
- Following the presentation Board members discussed the sampling size of the survey and possible enhancements to the website.
- VIII. Discussion of Cargo Strategy
Kiran Jain reviewed efforts to develop and enhance the airport's air cargo strategy; including an overview of the cargo industry at Bradley and internationally.
- Board members discussed the economics of the cargo industry and how air cargo interplays with the airport's master plan.
- IX. Additional Business
Chairman Frantz reviewed the status and recent developments in the industry.
- Chairman Frantz noted that the revised Strategic Plan per the Board's discussions. Mr. Kilbon made a motion (2nd: Long) to accept/adopt the Strategic Plan. Voice vote—motion passed.
- Chairman Frantz asked airline managers to keep the Board informed regarding any anticipated plans and strategies.
- X. Adjourn
On a motion by Mr. Crane (2nd: Carpenter) the meeting was adjourned at 2:28 p.m.

Respectfully submitted,

L. Scott Frantz
Chairman